

CHAPTER 1

C001 SYSTEM OVERVIEW

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NOTE: Throughout this chapter the Air Force Equipment Management System (AFEMS) is referred to only as C001 and Department of Defense (DoD) personnel are referred to only as users.

1.1. Purpose.

1.1.1. This chapter describes the C001 scope, concept, objectives, data system processes, file maintenance procedures, management products, policies and specific responsibilities as necessary to ensure a continuous accurate storage of equipment item management data.

1.2. Scope.

1.2.1. The provisions of this volume apply to all Air Force activities or personnel involved in any aspect of equipment logistics management. This includes, but is not limited to HQ USAF, HQ AFMC, Standard Systems Group (SSG), the Air Logistics Centers (ALC), the major commands (MAJCOM) Command Equipment Management Office (CEMO or equivalent), the Air Force bases (AFB), the base level chiefs of maintenance, chiefs of supply (COS), organizational commanders, and equipment custodians (EC).

1.3. C001 System Description.

1.3.1. C001 enables the Air Force to determine, authorize, account for, and report the types and quantities of equipment required accomplishing the Air Force mission, and serves as primary basis for organizational equipment budget/buy programs. The C001 system processes all Air Force data for management of equipment assets. C001 is an on-line integrated database management system (classified and unclassified), that processes 24 hours a day at Wright-Patterson AFB (WPAFB). The C001 database is a compilation of data from multiple AFMC, HQ USAF and base level data systems.

1.3.2. The C001 equipment management functions are grouped into six functional areas of Organization, Allowance, Asset, Requirements, Item, and Decision Support.

1.3.2.1. Organization. The organization functional area provides the capability to define and maintain organization information such as force structure, organization events, a master address table, and War Reserve

Materiel (WRM) base code and WRM composition codes. Users are able to track all organizations (program document (PD) and nonprogram (Non-PD)) which have support equipment requirements in support of Air Force missions. Organization information is also used to support time-phased requirement events and as a control file to edit base records, to indicate event changes, and to alert bases when forecast requirements are converted to current requirements (base authorizations).

1.3.2.2. Allowance. The allowance functional area provides the capability to define and maintain equipment allowances and quantities of equipment required to perform peace and wartime missions. Allowance information is integral in establishing future (forecasted) requirements and executing user-defined simulations when used in conjunction with force structure data.

1.3.2.2.1. Equipment allowances are grouped into allowance standards (AS) and structured into end item application, mission application, and mission exceptions for support of Air Force missions, organizations, and weapon systems.

1.3.2.2.2. Allowance standards incorporate three types of text; general, special, and mission application; and provide clarifying instructions to the users. The ASs are available to C001 users through on-line query screens. However, published ASs are on CD-ROM that is produced and distributed quarterly to non-C001 users.

1.3.2.2.3. All ASs will indicate the end item application grouped into specific support categories according to the intended use of the equipment, as follows.

1.3.2.2.3.1. Category I, Miscellaneous Allowances. These are nonpublished ASs, such as; Special Allowance 041, Retention Authority 048, etc.

1.3.2.2.3.2. Category II, Special Support. Equipment to support peculiar operations, missions or functions, including WRM support. ASs in this category may reflect both standard and nonstandard equipment. The user will review ASs in this category annually to validate the need to continue the requirement and advise the allowance manager (AM) of the results of the review.

1.3.2.2.3.3. Category III, System Support. Reflects equipment to support specific aircraft or missile, and is tailored to specific operational and maintenance concepts.

1.3.2.2.3.4. Category IV, Facilities Support. Equipment required to support normal base and satellite installation functions for such things as food service, chaplain, and civil engineers.

1.3.2.2.3.5. Category V, Personnel Support. Equipment to support personnel in performance of their assigned duties based upon AFSC or job classification/description and related functions with respect to specific, Air Force missions.

1.3.2.2.3.6. Category VI, Mission Support. Reflects equipment required to support common application of organizational and field level maintenance for such things as machine, welding, and sheet metal shops.

1.3.2.2.4. Mission application identity (ID) is an eight-position field to uniquely ID each end item application of the allowance.

1.3.2.2.5. Mission exception code is a two-position field that allows the same mission application ID to be used for more than one allowance ID.

1.3.2.2.6. The majority of basis of issue (BOI) is expressed in C001 as calculated formulas, ranges, and fixed quantities for each equipment item prescribed in an AS. These formulas are used to validate current requirements and compute future requirements.

1.3.2.3. Asset. The asset functional area provides visibility of physical items or units of equipment. Assets are described by condition, serial number and/or vehicle registration number (REG NR), and balance by location to permit visibility for tracking, usage conditions, configuration, and life cycle studies.

1.3.2.4. Requirements. The requirements functional area enables users to establish and maintain forecast and current organizational requirements. Requirement information is provided quarterly to the item requirements computation (D039) system for determining budget and procurement programs. Additionally, this area provides computation of vehicle item requirements and maintenance of priority buy and allocation information. This area also provides for scheduling of item vehicle depot repair requirements.

1.3.2.5. Item. The item functional area provides cataloging management data for all stock numbers within C001 assigned an expendability, reparability, recoverability category (ERRC) of nonexpendable (NF/ND, ERRC S/U); those expendable items included in ASs or reported as on-hand assets; and items considered as base assigned “L” or “P” stock numbers. Cataloging data includes federal supply catalog data, interchangeable and substitute (I&S) data, part numbers (PN), and descriptive data for excess base assigned stock numbers. Additionally, the item function provides the ability to perform equipment management code (EMC) challenges and maintains names, addresses, and telephone numbers for the EC, base EME, CEMO, AFMC item managers (IM), AMs, AFMC program managers, and Air Staff managers.

1.3.2.6. Decision Support. The decision support functional area aids managers at all levels in the decision making process by providing the capability to assess equipage posture, perform simulations, compile/obtain functional statistics, and request transaction histories and management reports.

1.4. C001 System Functions.

1.4.1. The information in C001 is available through on-line queries and file maintenance. Output products are available as hard copy reports, and “as required” reports using on-line predefined selection criteria. E-mail notices generated by C001 notify users of actions requiring attention or to provide information.

1.4.2. User privileges. C001 is designed to provide an equipment management solution for Air Force managers to rapidly and efficiently respond to changes in organization missions. As a result, query and view (read) privileges are provided to all C001 users and restricted update (write) privileges to only those users with data maintenance responsibilities. Chapter 3, attachment 3A2 provides a matrix by user group of on-line screens with view/update privileges.

1.4.3. Screen navigation. Users are provided two methods to navigate through C001.

1.4.3.1. Users are stepped through all C001 function by a hierarchical menu structure.

1.4.3.2. Interactive screens are employed with fill-in-the-blank design and data fields logically grouped to enhance user analysis of retrieved information. A four-character screen mnemonic (screen selection code) is provided for direct screen access. Experienced users can quickly access desired processes, bypassing higher level menus. The screen selection code is included throughout as volume/part in parentheses (SCREEN: XXXX) preceding the screen title.

1.4.4. Screen and field help. The users are provided “help” at both the screen and field level.

1.4.4.1. For screen help. Place the cursor in the “select” field and press PF1. The screen help feature provides a brief description of the process and, if applicable, reference to appropriate manuals or instructions.

1.4.4.2. For field help. Place the cursor next to the field in question and press PF1. The field help feature provides the data element name, definition, structure, unit of measure (e.g., miles, hours, and minutes), and permissible values.

1.4.4.3. Information and error messages are displayed to inform users of system activities such as “NOTICE SENT TO AFFECTED USERS” or error conditions, such as “INVALID INPUT VALUE.”

1.4.5. Data Integrity. The database tables are updated on either the classified or the unclassified processor. Data is transferred between the two processors at regular intervals and according to established security procedures.

1.4.6. Data editing. All C001 edits are performed according to standard edits. Edits for external interfacing systems are prescribed in chapter 3, attachment 3A1. Explanations of error messages received during use of on-line screens are obtainable by the user from accessing the help facility.

1.4.7. C001 AFEMS Main Menu. The AFEMS Main Menu provides several system options on the unclassified and classified systems. Refer to chapter 2, paragraph 2.3 for a synopsis of each option.

1.4.8. Data access. The on-line information in C001 is available through the “Data Transaction” option. This option has all the predefined screens for database query/transaction, assessments/simulations, history data, statistical reports, and preformatted hard copy reports.

1.4.9. E-mail. A commercial-off-the-shelf (COTS) e-mail package is used by C001 programs to notify users of error conditions, overdue notices, and information notices. E-mail will also be used for Support Equipment Recommendation Data (SERD) processing. E-mail features allow users to route mail through the Non-classified Internet Protocol Router Network (NIPRNET).

1.4.10. Ad Hoc capability. There are two types of Ad Hoc capabilities, Query and Report.

1.4.10.1. Ad Hoc Query provides user defined selection criteria with results output for immediate on-line review.

1.4.10.2. Ad Hoc Reports provides user defined selection criteria, but the report is processed in a background mode and the results are available through the “output products” option.

1.4.11. On-line Documents. On-line Documents uses a COTS package that provides the user on-line access to various C001 manuals and other related documents pertaining to the definition, development, and operation of C001. This option is on the AFEMS Main Menu (unclassified system) and includes such manuals as the C001 Functional Description (FD), System/subsystem Specification (SS), etc.

1.4.12. Output Products. Output Products uses a COTS package that provides the user on-line capability to view a report, create hard copy outputs, or download the data to local file (dataset). For general information refer to chapter 3, paragraph 3.10 and attachment 3A2, and for detailed instructions go to the on-line TRNG screen for Output Products.

1.4.13. Training. The Functional Users Guide for each profile can be obtained by pressing the PF9 (printed output) or PF10 (dataset) key at the main menu Data Transaction screen. Or can be viewed on-line from the TRNG screen by pressing the PF1 key.

1.5. C001 System Objectives.

1.5.1. The objectives of C001 are: on-line visibility of current authorizations; in-use/in-place retail and wholesale warehouse assets; vehicle item management function; allowance management; identify and apply force structure changes; forecast equipment requirements; compute maximum authorizations by organization; validate current and future requirements; redistribute vehicles and base funded asset excesses; maintain and provide wartime

requirements; build, maintain, and deploy unit/organization deployment packages; maintenance and visibility of WRM base and composition codes; simulation and assessment capability; and improve budget/buy outlays.

1.5.1.1. In addition: on-line file maintenance and visibility are provided for WRM nonmedical assets prepositioned in medical activities; contractor furnished due-in assets manage by the acquisition office; asset reconciliation worksheets for the IM to reconcile the unaccountable assets; vehicle allocation; vehicle REG NR assignment; and vehicle depot repair scheduling.

1.5.1.2. C001 also provides: visibility of ALC/IM asset and procurement data; asset gain/loss history; issues to nonrecurring activities; in-transit asset visibility; and time-phased requirements.

1.5.1.3. Air Force equipment information is available on-line for use by any DoD activity, function, or individual on a scheduled, continuous, or selective basis.

1.5.2. Specific objectives of C001 are:

1.5.2.1. Cradle-to-grave tracking (acquisition to disposal/transfer from Air Force inventory) and asset visibility for selected equipment items through automated interfaces with procurement, base level, cataloging, supply, distribution, and vehicle maintenance systems.

1.5.2.2. Maintaining equipment data in common with all interfacing systems to permit maximum use of machine-to-machine communications by providing standard terminology. Examples are:

1.5.2.2.1. Use of the organization, shop code, and in-use detail document number from Standard Base Supply System (SBSS, D002A) to permit C001 users to communicate with a specific Stock Record Account Number (base SRAN) and address specific information.

1.5.2.2.2. Permit ALC IMs or MAJCOM CEMO to communicate with a base Equipment Management Element (EME) for a specific item, organization, or authorization.

1.5.2.3. Combining equipment information from all data systems involved in equipment management into a single source for worldwide authorization, asset, procurement, and in-transit asset visibility.

1.5.2.3.1. C001 is a single relational database for reporting equipment information, and is updated by external system interfaces through daily transactions, overlays, and on-line file maintenance.

1.5.2.4. Identify force structure changes and forecasting to support those changes.

1.5.2.5. Depending upon item characteristics and logistics significance, C001 applies various degrees of equipment item management and tracking. On-line (SCREEN: IREC) EMC challenges, (SCREEN: IRCC) coordination and approval are provided to users to challenge the EMC assigned.

1.5.2.6. Maintain in-transit control for Air Force Centrally Procured (CP) assets (EMC 4 and 5) shipped between reporting activities and until the asset is reported received.

1.5.2.7. Provide serial number reporting for communications security (COMSEC) equipment, small arms, and vehicle registration numbers (EMC 5).

1.5.2.8. Edit and validate all input data/records to maintain data integrity.

1.5.2.9. Provide SERD on-line tracking, coordination, and approval.

1.5.2.10. Visibility of base funded equipment item excesses, shortages, and requisitions. Redistribute base funded asset excess between AFB.

1.5.2.11. Automated allowance change notification and base authorization updates of SBSS records.

1.5.2.12. Provide all users, without regard to the type activity they are assigned, current data for preparing studies/trends, conducting research projects, planning deployments, or accumulating statistical information.

1.5.2.13. Provide on-line capability (SCREEN: DRQA), requirements recomputation, to compute requirements for selected items on an “as required” basis.

1.5.2.14. Furnish MAJCOMs on-line visibility of equipment management data for making operational decisions, file maintenance of (SCREEN: RAFR) adjust forecast requirements (SCREEN: RWPR) , war plans additive requirements (WPAR), and (SCREEN: RVAL) vehicle authorization list (VAL).

1.5.2.15. Provide on-line capability to maintain communication-computer system (C-CS) facility end item forecasts.

1.5.2.16. Provide on-line visibility of requirements, assets, due-ins, organization and allowance related data.

1.5.2.17. Provide automated vehicle item management functions to include: (SCREEN: IARN) REG NR assignment, (SCREEN: RMRR) depot repair scheduling, (SCREEN: RVAR) vehicle allocation, asset visibility, etc.

1.5.2.18. Provide users on-line capability to submit, coordinate, and approve (SCREEN: TACR) allowance change requests.

1.5.2.19. Provide automated notification of organization changes to the accountable base (SBSS) through data transactions.

1.5.2.20. Provide on-line capability for the weapon system/subsystem acquisition office to record (SCREEN: ADIC) due-in asset data for assets procured by their office.

1.5.2.21. Provide a directory of all equipment users including phone numbers.

1.5.2.22. Provide on-line capability for the IM to record life cycle history.

1.6. C001 System Restrictions.

1.6.1. The C001 must establish and maintain user identification (USERID) information for each user. The USERID is used to identify, at a minimum, the user’s name, MAJCOM, user profile, and update authorization.

1.6.1.1. Additionally, data discriminators (MAJCOM, manger ID code, DODAAC, or organization ID) plus USERID information are used by C001 interactive applications to identify access, update privileges, and determine the high-level menu structure presented at LOGON. Chapter 3, attachment 3A2, has a screen matrix of user privileges. Chapter 2 contains instruction on obtaining a USERID.

1.6.2. User Profiles. Ten different user profiles functionally group each C001 user. When requesting a USERID and password, determination of the correct profile is the user’s responsibility. The following are the C001 user profiles:

1.6.2.1. Air Staff Policy (USAF).

1.6.2.2. AFEMS Policy/System (POLICY).

1.6.2.3. Major Command (MAJCOM).

1.6.2.4. Allowance Manager (AM).

1.6.2.5. Assessment and Commodity Management (ACM).

1.6.2.6. System Support (SS).

1.6.2.7. Item Management (IM), previously known as Item Support (IS).

1.6.2.8. Initial Acquisition Organization SPO (SPO).

1.6.2.9. Equipment Management Element (EME).

1.6.2.10. Equipment Custodian (EC).

NOTE: Detailed descriptions are included in chapter 2, attachment 2A2.

1.6.3. Access. Identification and Authentication Control ensures that individuals are “known” to C001. Based on the user profile designation for the classified and/or unclassified system, access controls ensure that an individual authorized to perform C001 updates can only change information for which access was granted. Every user is granted read access to all data on the system(s) for which access was granted.

1.6.4. Restrictions. Use of C001 and its available management products is not restricted to the activity the individual is assigned and/or the end usage.

1.6.4.1. Statistical reports are not intended to rate major command performance, rate one command against another, or rating an AF base’s performance. Reports of this nature are produced for HQ USAF, HQ AFMC, and the major commands for trend and workload analysis, not comparative analysis of performance.

1.6.5. Unclassified/Classified Databases. C001 operates in the system high mode of operation. This mode requires that all users have and maintain a security clearance equal to the highest sensitivity level of data on the system they access.

1.6.5.1. While all data within C001 are individually controlled as unclassified, the aggregation of certain data elements can result in the generation of classified information. The rules for determining the sensitivity of aggregated information are detailed in the AFEMS Security Classification Guide. The database specification, section D (available through on-line documentation) discusses the database tables impacted as a result of the aggregation of data within C001.

1.6.5.2. Data processed from external sources is maintained at the security classification of the processors. Data processed by the unclassified processor is to be maintained as “UNCLASSIFIED” and data processed by the classified processor is maintained as “SECRET” until declassified by the appropriate classification reviewing authority.

1.6.5.3. There are two important considerations associated with processing data from external sources: the originating office classification and data aggregation. If the originating office has classified an input to C001 as “SECRET,” that information is always processed by the classified processor until it is labeled “UNCLASSIFIED” by the appropriate classification reviewing authority. Similarly, if the originating office has classified an input to C001 as “UNCLASSIFIED,” that information is processed as “UNCLASSIFIED.”

1.6.5.4. The aggregation of data that forms “SECRET” information is controlled though the availability of the data to each processor.

1.6.5.5. Data that is “UNCLASSIFIED” but processed on the classified processor is downgraded prior to transfer to the unclassified processor.

1.7. Special Features.

1.7.1. C001 is a relational database management system that gathers and stores equipment management data from external interface data systems and through on-line data transaction screens, and outputs logistics data to other external interfacing systems.

1.7.2. The following features are established within C001 to maintain cradle-to-grave tracking, identify items and requirements needing intensified management, and control the level of reporting.

1.7.2.1. For USAF CP items, permanent procurement history and asset information is maintained. A past procurement history is maintained by the contract number (PIIN, SPIN, CLIN), and includes the quantity of assets procured by stock number. A total quantity is maintained for assets entering the Air Force inventory through other sources (gain) or leaving the inventory (loss).

1.7.2.2. Asset tracking of shipments, receipts, issues, turn-ins, and inventory adjustments for stock numbers assigned EMC 4 or 5. This tracking stops only if the EMC is changed from 4/5 to 1/3. With the exception that base funded excess redistribution and requisition/status visibility is maintained for stock numbers assigned EMC 1, 2, and 3.

1.7.2.3. Conditions of USAF CP, base and depot warehouse assets are reported to C001 by materiel condition code and MILSTRAP purpose (depot only). Base funded warehouse balances are reported by the SBSS as serviceable and unserviceable.

1.7.2.4. Allowance standards (AS) are maintained to validate current and forecasted requirements. CEMO creates forecast requirements and C001 validates quantity authorized for base authorizations. Allowance changes are provided automatically to all affected users through the C001 e-mail as allowance updates occur. Additionally, C001 provides DOC ID: XSJ (base authorization update) transactions to the SBSS (D002A) to automatically update authorized/in-use detail records.

1.7.2.5. Registered Equipment Management System (REMS) and vehicle IM functions are maintained in C001. The SBSS reports all REMS reportable vehicle assets by REG NR. The base transportation function or vehicle IM records the (SCREEN: AVCH) vehicle chassis serial number on-line into C001; the MAJCOM maintains the (SCREEN: RVAL) vehicle authorization list (VAL) on-line. The vehicle IM assigns new vehicle REG NRs (SCREEN: IARN) on-line and C001 maintains a permanent history. Annually, C001 extracts all vehicle authorizations, in-use/in-place, and allocation and provides this data to the vehicle priority buy system.

1.7.2.6. C001 maintains base funded asset excesses/shortages and provides the SBSS a redistribution order (RDO) when a warehouse asset is matched to reported shortages. Descriptive data is maintained (SCREEN: ILPD) for reported excess of locally assigned L or P stock numbers.

1.8. User Responsibilities.

1.8.1. In addition to the broad responsibilities contained in AFMAN 23-110, the following are identified to assist in the efficient operation of C001. Detailed information for each screen is provided in the applicable screen's help. Explanation of the user profiles can be found by accessing the TRNG screen and selecting the Security option.

1.8.2. HQ USAF/ILSP will:

1.8.2.1. Provide policy guidance as necessary to ensure the parameters, content, currency of contents, and management reports meet the Air Force objectives of C001.

1.8.2.2. Review approval/disapproval actions for all policy and/or procedural changes recommended by WR-ALC/LETS that have Air Force-wide application.

1.8.2.3. Issue policy directives to the SSG and MAJCOMs to ensure Air Force base and C001 computer programs are changed concurrently.

1.8.2.4. Receive and review requests for C001 data from other offices at HQ USAF and/or DoD.

1.8.2.5. Chair the Functional Review Board (FRB).

1.8.3. WR-ALC/LETS will:

1.8.3.1. Develop policy recommendation pertaining to C001 operations.

1.8.3.2. Act as the Air Force agent in the operation of C001.

1.8.3.3. Be a member of the FRB and serve as extended staff to the Air Staff Equipment Team.

1.8.3.4. Advise the AFEMS (C001) System Program Office (SPO) of any changes desired to the computer programs, management reports and/or features of C001.

1.8.3.5. Establish priority accomplishment for new requirements.

1.8.3.6. Review and approve all AFMC manuals that affect ADP systems and procedures in support of C001.

1.8.3.7. Notify HQ USAF/ILSP of any problem areas that would impact the AFB and/or MAJCOMs.

1.8.3.8. Advise HQ SSG/ILS and HQ MSG/ILSE of any programming deficiencies detected in SBSS (D002A) programs affecting C001 processing.

1.8.3.9. Forward all requests for C001 data received from HQ USAF or DoD to the C001 SPO. Review and approve all requests for C001 data generated at HQ AFMC.

1.8.3.10. Prepare, document and submit communications-computer system requirements documents (CSRD), AF Form 3215, **IT/NSS Requirements Document**, as applicable when policy changes require a change to the C001 programs.

1.8.3.11. Final approval for EMC assignments/changes.

1.8.4. MAJCOM (CEMO or equivalent) will:

1.8.4.1. Validate and tailor forecasts records in C001.

1.8.4.2. Be a member of the FRB as appropriate.

1.8.4.3. Advise WR-ALC/LETS and HQ MSG/ILSE of known system deficiencies or erroneous data that may distort data in the C001 database.

1.8.4.4. Assign EMCs for base funded equipment and recommend EMC changes to WR-ALC/LETS.

1.8.4.5. Make policy/procedural recommendation to WR-ALC/LETS and HQ MSG/ILSE pertaining to C001.

1.8.4.6. Train personnel responsible for equipment accounts in the use and operation of C001.

1.8.4.7. Report C001 on-line processing problems to the LMC Help Desk.

1.8.5. Each Air Logistics Center (ALC) will:

1.8.5.1. Follow AFMAN 23-110 prescribed equipment management guidance for:

1.8.5.1.1. Equipment IMs, V1PT1, V3 as applicable, V4PT1, and AFMCMAN 23-4, *Computation of Requirements for Equipment Items*.

1.8.5.1.2. Allowance Managers (AM), V4PT1.

1.8.5.1.3. Vehicle IMs, V3PT4 and V4PT1.

1.8.5.2. Appoint a representative to the FRB as necessary.

1.8.5.3. Advise WR-ALC/LETS and HQ MSG/ILSE of known system deficiencies or erroneous data that may distort data in the C001 database.

1.8.5.4. Recommend C001 changes and new requirements to HQ MSG/ILSE.

1.8.5.5. Report C001 on-line processing problems to the LMC Help Desk.

1.8.6. Air Force base level (each base) will:

1.8.6.1. Follow Air Force equipment management guidance contained in AFMAN 23-110, V2PT2 chapters 2, 21 and 22, V2PT13CH8, and V4PT1.

1.8.6.2. Ensure the base SBSS processes transactions to C001.

1.8.6.3. Ensure that all C001 transaction rejects/variances are processed and corrected promptly.

1.8.6.4. Report problems with C001 to the LMC Help Desk.

1.8.7. HQ MSG/IL will:

1.8.7.1. Appoint the Program Manager (PM).

1.8.7.2. Be responsible for resource related matters, including manpower staffing and facilities.

1.8.8. HQ MSG/ILSE, System Program Office (SPO) will:

1.8.8.1. Plan, organize, direct, and control the C001 program actions to satisfy program objectives.

1.8.8.2. Review change requirements.

1.8.8.3. Submit change requirements to WR-ALC/LETS for approval, implementation, or other appropriate action.

1.8.8.4. Submit all budget requirements.

1.8.8.5. Be responsible for the Engineering Change Proposal (ECP) process.

1.8.8.6. Monitor management of application software databases, hardware, operating system software, database management system (DBMS), and utility software.

1.8.8.7. Ensure designated approval authority (DAA) security requirements are met, as part of the certification and accreditation process.

1.8.8.8. Maintain a current and historical file of C001 program management documents.

1.8.8.9. Ensure proper configuration management (CM) procedures are followed for each baseline document.

1.8.8.10. Prepare five-year system-level Customer Support Plan.

- 1.8.8.11.** Monitors the C001 contract, and ensure all terms and conditions are met. Advise the procurement office of any contractor deficiencies and ensure necessary corrective actions are taken.
- 1.8.8.12.** Certify all invoices, compute downtime credits, and submit invoices to proper financial management organizations in accordance with the C001 contract.
- 1.8.8.13.** Provide guidance and direction to the AFEMS Life Cycle Management Center (LMC).
- 1.8.8.14.** Accomplish corrective actions on data system deficiency reports (DR).
- 1.8.8.15.** Coordinate all C001 system design/redesign with WR-ALC/LETS, SSG, and the ALCs, to ensure the AFB and ALC computer programs are changed simultaneously.
- 1.8.8.16.** Appoint a security administrator. The security administrator will ensure:
- 1.8.8.16.1.** Air Force personnel are in-place to manage USERID/Password accounts for C001.
- 1.8.8.16.2.** Audit trails are reviewed and discrepancies are followed up on.
- 1.8.8.16.3.** Security risk analysis is accomplished every three years, or when significant C001 changes affect the security posture.
- 1.8.8.16.4.** Review and/or update the AFEMS Security Classification Guide.
- 1.8.8.16.5.** Maintain C001 security documentation, policy and procedures.
- 1.8.8.16.6.** Accomplish security test and evaluation when changes are made to the operating systems (application/software, and/or hardware configuration).
- 1.8.9.** HQ MSG/ILSEM, Business Management will:
- 1.8.9.1.** Manage the contract and control contract deliverables.
- 1.8.9.2.** Audit invoices submitted against development and/or support contract and contract modification.
- 1.8.9.3.** Program Operation and Maintenance (O&M) funding projections.
- 1.8.9.4.** Monitor block change schedules and tracks DR status for C001.
- 1.8.9.5.** Control configuration status accounting, operational baseline change requests (BCR), and software design problem reports.
- 1.8.10.** HQ MSG/ILSEM, Mission Support will:
- 1.8.10.1.** Conduct follow-on evaluation of benefits associated with program implementation and work residual allowance standards issues.
- 1.8.10.2.** Monitor, coordinate, staff, and implement interface change requirements associated with the SBSS.
- 1.8.10.3.** Ensure interfacing systems are prepared for change implementations.
- 1.8.10.4.** Monitor, coordinate, staff, and implement changes to functional requirements associated with assigned system interfaces, program documentation, and computer program component responsibilities.
- 1.8.10.5.** Provide a data automation analysis capability to support system operation, maintenance, and modification.
- 1.8.11.** HQ MSG/ILSET, Information System Engineering will:

1.8.11.1. Perform risk management and work communications-computer security issues.

1.8.11.2. Audit/approve regression testing for new operating system software or modification (block changes) to application software.

1.8.11.3. Perform database management/administration (hardware/software) and evaluate ECPs.

1.8.11.4. Schedule system upgrade and associated regression tests.

1.8.11.5. Ensure C001 output products are available to users by appropriate computer operations functions.

1.8.12. HQ MSG/PKA, Contracting Office will:

1.8.12.1. Perform all contract management activities associated with the C001 contract.

1.8.13. O&M Contractor, Lockheed Martin Information Systems will as required:

1.8.13.1. Plan, control, document, design, develop, integrate, install, implement, test, operate, and maintain C001 as an integrated automated data processing system. However, the SPO retains control over system level software and equipment.

1.8.13.2. The system administrator will:

1.8.13.2.1. Identify system deficiencies or problems and provide required actions necessary to restore the system.

1.8.13.2.2. Diagnose, document and resolve system problems affecting performance and reliability.

1.8.13.2.3. Advise C001 LMC of all actions taken to correct systems deficiencies and any other maintenance procedures to ensure system integrity.

1.8.13.2.4. Provide operations support on all shifts.

1.8.13.2.5. Ensure C001 output products are available to users.

1.8.13.2.6. Provide recommended solution to problems.

1.8.13.2.7. File maintain DoD and/or HQ USAF directed changes to codes, data elements, etc.

1.8.13.3. System engineering will:

1.8.13.3.1. Provide hardware maintenance services (labor, supplies, tools, test equipment, and parts) for all C001 components delivered and installed.

1.8.13.3.2. Maintain all C001 equipment, components, and devices under maintenance coverage.

1.8.13.3.3. Provide all modems, terminals, phone lines, etc., required for on-line connection to a remote diagnostic center.

1.8.13.4. Life Cycle Management Center (LMC) will:

1.8.13.4.1. Maintain visibility over the worldwide operation of the AFEMS (C001).

1.8.13.4.2. Maintain the C001 Help Desk operations. Provide the C001 worldwide users with a point of contact for all C001 questions and problems.

1.8.13.4.3. Perform on-line error analysis.

1.8.13.4.4. Monitor the application, hardware/software, and communication network providing total system control and restoration of system operation.

1.8.13.4.5. Develop and implement changes to application software.

1.8.13.4.6. Prepare system deficiency reports and downtime reports. Maintain C001 discrepancies.

1.8.13.4.7. Enforce security procedures to recover and restart after a hardware/software or power failure.

1.8.13.5. The C001 security administrator will:

1.8.13.5.1. Maintain file security and confidentiality by adapting and/or refining such measures as automated disconnect, encryption, and password aging.

1.8.13.5.2. Monitor user activity.

1.8.13.5.3. Maintain physical security according to published plans and procedures.

1.8.13.5.4. Safeguard approved C001 user access requests and user account information (USERED/Password) at the sensitivity level equal to the classification of the system (FOUO – unclassified, and SECRET – classified).

1.8.14. Standard Systems Group (SSG) will:

1.8.14.1. Develop and maintain computer programs for the SBSS (D002A) in support of C001, and coordinate with WR-ALC/LETS.

1.8.14.2. Prepare and issue procedural guidance in AFMAN 23-110 V2PT2 and V2PT13 to ensure all base level personnel are knowledgeable of C001 and SBSS interface requirements.

1.8.14.3. Advise WR-ALC/LETS, SPO and/or LMC of any system deficiencies detected or reported to the SBSS control room on C001 processing.

1.8.14.4. Coordinate all policy and procedural changes with WR-ALC/LETS and the SPO as it pertains to the SBSS (D002A) and C001 interface.

1.8.14.5. Train SBSS personnel in C001 reject/variance notice processing.

1.9. User Problem Reporting.

1.9.1. Problem reporting. Any user detecting any problem with C001 programs, processing, USERID/Password, or data will call the LMC Help Desk, DSN 787-4711. The LMC will determine the appropriate action to be taken.

1.9.2. Help Desk. The C001 LMC is the focal point for COTS and application software maintenance, C001 problem management system Help Desk activities, and serves as the central operations control site.

1.10. New Requirement.

1.10.1. New requirements are identified by contacting the Help Desk and obtaining a problem number. C001 users may use e-mail or telecon to identify problems.

1.10.2. HQ MSG/ILSE will coordinate new requirements with WR-ALC/LETS.

1.10.3. HQ MSG/ILSE will prepare BCR, and WR-ALC/LETS identifies the new requirement to the FRB for approval.